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The Director of Central Intelligence

Washington, D.C. 20505

30 APR 1985

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Intelligence Community Staff

HC 85-154
23 April 1985

MEMORANDUM FOR: Members of the Information Technology and
                  Communications Committee

FROM: Chairman   25X1

SUBJECT: Meeting of the Information Technology and
                  Communications Committee
                  8 May 1985, Washington, DC

1. We are pleased that you can participate in the Information Technology
and Communications Committee (ITCC) of the Open Source Action Group. We look
forward to your being with us and bringing your personal views on the issues
that we will address. The first meeting of the Committee will be held:

                  0845 to 1600 hours
                  8 May 1985

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2. We would like to give you a little homework so that we can make most
efficient use of the time that we shall have together at our first meeting.
Attached are some materials to acquaint you with the thrust of this effort and
to suggest the scope with which we will function. A number of you have been
involved in the earlier activities of the STIC/HC Working Group on Processing
Overtly Collected S&T Information, which laid much of the groundwork for the
Action Group and our Committee.

3. Charter: The ITC Committee is a part of the Open Source Action Group,
which has been created to give concentrated attention by line managers in all
relevant agencies to the exploitation of open source materials. Parallel to
the ITCC are efforts to improve translation services and enhance collection
and acquisition of open source materials. Where feasible, we hope to tap into
the private sector for assistance in these activities.

4. A functional statement of the work of these committees is contained in
the attached Future Program Actions outline. You will see that the plate of
the ITCC is very full indeed.

THIS MEMORANDUM IS
UNCLASSIFIED WHEN
SEPARATED FROM
CLASSIFIED DOCUMENTS

S E C R E T

SUBJECT: Mtg of the ITCC/8 May 85

5. We are being asked to address very broad issues:

    o   CIRC: its mission, current role in terms of output, outreach to the customer base, parameters of performance, funding, cost recovery, networking, technical improvements, CIRC and CIRS, technical impediments in the way of making CIRC everything that anyone would ever want it to be.

    o   What is the open source area worth in terms of technology, R&D? And capital investment?

    o   Should the whole open source information flow be handled in some overall automated system (as SAFE does for cable traffic)? Should open source materials be routinely distributed against user profiles of interest? If such a thrust is desirable, how does CIRC fit into the scheme? What are the technical options? What might be the costs? What might be the payoffs?

    o   What are lesser technical opportunities (relative to a totally new comprehensive system for distributing open source material)? Costs of each? Payoffs of each? Implementation times for each?

6. Each of us knows about some part of the open source scene. Collectively we will have to become fully informed across the board so that we can make sensible and reasonable decisions and recommendations. Thus, we will structure the agenda of our meetings to acquire the common database of information for us as a group.

7. Certainly the initial part of information collecting will be understanding how all present consumers of open source material receive it, request it, utilize it, deal with it, store it, etc. Thus we will invite each of the agencies using open source information to give a presentation on his/her agency and its use of open source materials. At our first meeting, we expect to hear from four-to-five user agencies with others at later meetings. A draft agenda for our first meeting (and probably the second one also) is attached with a schedule of informational presentations for those two meetings. We shall see later whether or not one or more meetings should be held other than in Washington.

8. In the course of our meetings, we will need to assemble a set of assessments of the current situation and a set of suggestions or actions for doing something about what we have discovered. Suggestions can be technical, programmatic, managerial, whatever. We may wish to invite specific presentations on R&D or technical opportunities.
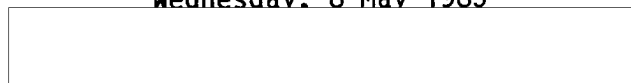
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Chairman

Atts: as stated

U N C L A S S I F I E D

Information Technology and Communications Committee
Open Source Action Group
AGENDA
0845 to 1600 hours
Wednesday, 8 May 1985

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0845   Welcome and Introduction of Committee Members

0900   Opening Comments

0915   Background and Context

0930   Purpose, structure, and mode of operation
        of the ITCC

0945   Coffee break

1000   Presentations by Agency Representatives
        Air Force: FTD - The CIRC System and Support to FTD Analysts

1045   Navy: NISC

1130   Army: AIA: FSTC, MIA, AFMIC

1215   Luncheon

1300   DIA/DT - The STIISP Program

1330   CIA/ASG

1415   Coffee break

1430   Discussion Roundtable
        Lessons learned, insights gained from the morning
        General modus operandi of our effort
        Clarification of our effort
        Definition of problem areas

        Subjects that need in-depth treatment in future
        Other presentations
        Special individuals to hear from
        Future meeting dates
        Off-site (field) meetings

1600   End

U N C L A S S I F I E D

Outline of Presentations by Open Source User Agencies

Mission statement of the agency

Present operational situation

Existing user environment

Unsatisfied user needs or established requirements

Level of automation

ADP support situation

Databases used (both internal and external)

Automated tools now available to the analysts

Summary of perceptions of what needs to be done
    in the next year or two
    in the next five years
    as far ahead as the presenter wishes to extrapolate

Schedule of Presentations

First meeting:

    FTD
    NISC
    AIA: FSTC, MIA, AFMIC
    DIA/DT (the STIISP Program)
    CIA/ASG

Second meeting (tentative):

    NSA
    OCR
    DOE/Los Alamos National Laboratory
    State
    FBIS

Technical and Logistical Tips

Clearances:

Please have the appropriate offices pass security clearances (permanent certification) to CIA/SSC with instructions to pass to IC Staff.

Transportation:

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Private vechicle: Parking garages on 18th Street NW (street goes north-bound, one way) between "E" and "F" (on right side of street) and between "F" and "G" (on both sides of street).

Executive Office Building Bus schedule: every 20 minutes, but does not begin until 0840 at Pentagon (arrival: 0854). Departures until 1644 from Old EOB to Pentagon.

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Go to receptionist at main entrance to receive badge for conference.

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FUTURE PROGRAM ACTIONS

Outline of Work for the Action Group

The following actions comprise the outline of activities approved by the Executive Steering Group and reported to the DCI in the 21 December 1984 status report.

These actions have been grouped here according to the major areas of activity of the committees of the Open Source Action Group.

INFORMATION TECHNOLOGY AND COMMUNICATIONS

Enhance significantly the Air Force Foreign Technology Division CIRC

system.

o   Despite the value of commercially available data bases, the

CIRC system remains a unique repository of open source

information tailored to the needs of the Intelligence

Community. It needs to continue as a service of common concern

to process all appropriate overtly collected information.

o   Develop the CIRC system into a more complete, timely,

usable, and accessible knowledge-base information system through

improvements in processing capabilities, content of the data

base, and retrieval tools, by drawing on the specific

improvement areas cited below.

Pursue R&D programs which support open source exploitation and share

the benefits widely throughout the Intelligence Community:

o   Take full advantage of the ongoing and projected work

of the Intelligence Research and Development Council, the S&T

Advisory Panel, and the Information Handling Committee;

o   Develop analytical methodologies, drawing on the work

of the CIA/ORD;

o   Devise computer-based information systems, drawing on the programs of the CIA/OD&E, selected private sector initiatives, and the work of Battelle Institute for FTD;

o   Apply advanced communications technology involving higher speeds and transmission capacities such as those being developed in the Department of Defense and CIA;

o   Improve the existing secure links between analytical centers and the FTD-managed CIRC data base;

o   Establish additional secure links among the analytical centers; and

o   Introduce user-friendly software tools for analysts, such as those being developed by DoD and CIA and in the private sector, including artificial intelligence expert systems.

Strengthen the training and development of analysts and translators:

o   Support and encourage training of S&T analysts in substantive subjects and open source research resources being undertaken throughout the Intelligence Community;

o   Support and encourage the extension of analyst training by CIA/OTE to include analysts from other agencies;

o   Support the development of automated dictionaries to assist human translators;

o   Encourage the cross-training of translator personnel in substantive technical fields and substantive personnel in translation skills; and

o   Encourage the training of analyst and information support personnel in the direct, on-line use of open source information tools, including data bases; and

o   Develop simpler data base schemes and more user friendly access languages.

Integrate the use of unclassified open source information with SIGINT, PHOTINT, and HUMINT:

o   Provide analysts with products from automated data bases containing unclassified and Official Use Only material in machine-readable form to permit integration into the analysts' files for pre-analysis processing and manipulation.

o   Expand the secure facilities available to analysts.

o   As a long range goal, provide multi-level security in data bases handling open source material.

TRANSLATION SERVICES

Improve translation services:

o   Coordinate the tasking and resource allocation to Community translation services, particularly FBIS and the Air Force Foreign Technology Division (FTD).

o   Provide analysts through automated systems on-line abstracts, full texts of translations, and references to translations.

o   Exploit advanced commercial services, where the private sector has already translated and abstracted relevant open source information.

o   Develop further machine-assisted translation: improve the capacity of existing services in Russian, French, German, and Spanish;   develop and implement an operational Japanese capability; assess the value of Chinese capabilities.

COLLECTION AND ACQUISITION

<u>Improve the acquisition of open source information</u>:

o   Increase user awareness of open source material.

o   Exploit more effectively existing and new US and foreign sources in print and electronic media.

o   Automate publications ordering and control functions.

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